

**Architect Licensing Checklist – By Reciprocity**  
**Without NCARB**

- \_\_\_\_\_ Completed Application for Architect Reciprocal Registration
  - \_\_\_\_\_ Photo attached
  - \_\_\_\_\_ Notary seal (if answered yes to background check questions)
- \_\_\_\_\_ \$520 fee
- \_\_\_\_\_ Verification of Employment / Reference
  - \_\_\_\_\_ Applicant portion
  - \_\_\_\_\_ Sponsor portion (Filled out by applicant's employer/supervisor)
  - \_\_\_\_\_ Notary seal
  - \_\_\_\_\_ Covers period from date of graduation to present
- \_\_\_\_\_ Original official college transcript (Directly from school to IPLA)  
(Minimum B.S. degree from *accredited* college)
- \_\_\_\_\_ Architect Training and Experience Report (IDP) [*If licensed in another state for less than five (5) years*]
- \_\_\_\_\_ Current license certification with state seal
- \_\_\_\_\_ Certification of scores for examination (Sent directly from state to IPLA)
- \_\_\_\_\_ If self-employed, a list of projects worked on and role played in each one,  
i.e. supervisor, principal, etc.
- \_\_\_\_\_ Signature notarized attesting to accuracy